

# Comparisons of Job Characteristics

**Focus Occupation:** Bookkeeping, Accounting, and Auditing Clerks (43-3031)

**Associated Occupation:** Accountants and Auditors (13-2011)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 88

**Focus Occupation:** Bookkeeping, Accounting, and Auditing Clerks (43-3031)

**Associated Occupation:** Accountants and Auditors (13-2011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Economics and Accounting	4.4	19.2	11.5	<<	Extensive education and/or training may be required
Mathematics	9.2	13.9	12.0	<	Expanded education and/or training may be required
Computers and Electronics	8.4	12.5	9.1	<<	Extensive education and/or training may be required
Administration and Management	8.4	12.3	7.9	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 92

**Focus Occupation:** Bookkeeping, Accounting, and Auditing Clerks (43-3031)

**Associated Occupation:** Accountants and Auditors (13-2011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Mathematics	6.2	11.8	9.6	<	A higher skill level may be required
Systems Analysis	6.5	10.4	5.6	<<	Extensive development of skills in this area may be required
Systems Evaluation	6.4	9.4	4.4	<<	Extensive development of skills in this area may be required
Operations Analysis	5.0	7.8	2.3	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	6.0	4.8	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 97			
Focus Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031) Associated Occupation: Accountants and Auditors (13-2011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Written Comprehension	11.0	14.6	12.5	<	Some improvement in abilities may be required
Number Facility	6.3	13.3	10.7	<	Some improvement in abilities may be required
Mathematical Reasoning	6.3	13.2	11.2	<	Some improvement in abilities may be required
Deductive Reasoning	10.6	13.0	9.2	<<	Extensive improvement in abilities may be required
Near Vision	11.1	12.7	11.8	0	Current ability level may be sufficient
Information Ordering	9.9	11.6	10.1	<	Some improvement in abilities may be required
Category Flexibility	9.0	11.1	9.2	<	Some improvement in abilities may be required
Speed of Closure	5.9	7.5	5.8	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 77
<b>Focus Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)</b> <b>Associated Occupation: Accountants and Auditors (13-2011)</b>		
Work Activities	Exclusivity of Activity	
Compile data for financial reports	62	
Compute financial data	53	
Compute taxes	80	
Fill out business or government forms	42	
Maintain record of organization expenses	89	
Prepare financial reports	67	
Prepare tax reports	80	
Use accounting or bookkeeping software	81	
Use spreadsheet software	18	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 87

**Focus Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)**  
**Associated Occupation: Accountants and Auditors (13-2011)**

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Development software	4
Finance accounting and enterprise resource planning ERP software	2
Industry specific software	1
Information exchange software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.